



Joseph Oommen, CPA

Keystone Tax Services, Inc

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Important Update on Tax Return Processing After April 1st

Dear Valued Client,

To accommodate the increasing volume of tax returns and to ensure the quality of our services, **all submissions received after April 1st will be filed for extension**. Here's what you need to know:

Draft Copy Will Be Prepared: Upon receiving your documents, we will prioritize the preparation of a **draft copy** of your tax return. You can expect to receive this draft within two days of your submission.

- **If Balance Due:** If the draft return indicates a balance due, we will advise you to make the necessary payment and will proceed to file for an extension on your behalf. This approach will help avoid any late payment penalties.
- **If No Balance Due:** Similarly, if there is no balance due on your draft return, we will still opt for an extension to ensure thoroughness and accuracy in the final submission.

While we will strive to finalize your tax return promptly, our goal is to maintain the highest standard of service without compromising on the quality of your tax return.

Thank you for your understanding and cooperation. We are here to support you through this tax season and beyond.

Warm regards,

Sincerely,
Joseph Oommen, CPA

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April 1, 2024